



VOLUNTEER SERVICE DESCRIPTION

Position Title: Visitor Services

Service Summary:

Visitor Services volunteers will assist parks in a variety of administrative functions with a strong emphasis on visitor contact. These could include typing, filing, clerical, gift shop support (inventory control and customer assistance), Contact Station support (fee collection, disseminating information to visitors), answering the phone, research, and other administrative duties as designated by the Park Manager or his/her designee.

Supervision: Ranger on duty

Location: Contact Station, Dead Horse Ranch State Park

Time Commitment: Minimum of 4 hours each day assigned

Training: Trained by Rangers on duty or experienced volunteers

Specific duties and responsibilities:

- customer/visitor contact
- fee collection
- disseminating information to visitors
- answering the telephone
- handling cabin and campground reservations
- gift shop support (inventory control and customer assistance)
- other duties as designated by the Park Manager or his/her designee

Qualifications and requirements:

- Friendly and courteous relationship with visitors
- Ability to collect and operate a cash register
- Computer skills are helpful
- Knowledge of park rules and regulations

